

INDIAN SHORES

Ph 727.595.4020 Fax 727.596.0050
19305 Gulf Boulevard, Indian Shores, FL 33785
www.myindianshores.com

***** SOCIALLY DISTANCED PUBLIC MEETING *****

AD HOC TOWN ADMINISTRATOR SELECTION COMMITTEE MEETING AGENDA

**FRIDAY, FEBRUARY 16, 2024, BEGINS AT 1:00 P.M.
INDIAN SHORES MUNICIPAL CENTER, 4TH FLOOR**

ITEM # AGENDA ITEM

- 1.0 Consideration of approving the February 16, 2024, Ad Hoc Town Administrator (T/A) Selection Committee Meeting agenda.
- 2.0 Comments from the public on any agenda item.
- 3.0 Selection Committee Member introductions.
- 4.0 Discussion on T/A application packet and selection criteria.
(Ref. pgs.: 1-5)
- 5.0 Discussion on T/A interview questions and process.
- 6.0 Citizens' comments on any subject.
- 7.0 Meeting adjournment.

**PLEASE SILENCE ALL CELL PHONES
PLEASE LIMIT PUBLIC COMMENTS TO 4 MINUTES**


Freddie Lozano, CMC
Town Clerk

Any person who decides to appeal any decision of the Ad Hoc Town Administrator Selection Committee or the Town Council with respect to any matter considered at any such meeting will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes that testimony and evidence upon which the appeal is to be based.

Any person with a disability requiring reasonable accommodation to participate in this meeting should contact the Town Clerk's office with your request within 24 hours prior to the start of the meeting. Phone 727.595.4020, Fax 727.596.0050.

Patrick C. Soranno
Mayor

Diantha Schear
Vice Mayor

Ellen A. Bauer
Councilor

Michael (Mike) Petruccelli
Councilor

Mark Housman
Councilor

Richard (Rick) Swann
Chief of Police

Susan L. Scrogham
Director of Finance
and Personnel

Freddie Lozano
Town Clerk

Regina Kardash, Esq.
Town Attorney

Town of Indian Shores, Florida
Public Announcement of Vacancy
for
Town Administrator



Issue Date: February 19, 2024

Responses Due: **March 1, 2024 by 3:00 P.M. EST**

Submit To: Town of Indian Shores
Freddie Lozano, Town Clerk
19305 Gulf Boulevard
Indian Shores, FL 33785
flozano@myindianshores.com

The Town of Indian Shores, Florida, (hereinafter “Town”) is seeking to fill a vacancy in the office of Town Administrator. The Town Administrator is a Charter Office pursuant to Section 4.02 of the *Town of Indian Shores Charter*, and further governed by Section 2-1 and 2-2 of the *Town of Indian Shores Code of Ordinances*. The relevant provisions are attached to this announcement.

Qualified candidates are requested to send a resume, cover letter, and letters of recommendation electronically in PDF format no later than **Friday, March 1, 2024, at 3:00 P.M., EST**. Questions regarding the vacancy should be submitted in writing to the Town Clerk, Freddie Lozano, no later than **Monday, February 26, 2024, at 4:00 P.M.**.

I. Background

- a. The Town is one of twenty-four municipalities located in Pinellas on Florida’s west coast. The Town is a Town Council/Administrator form of municipal government. Policy-making and legislative authority are vested in the Mayor and Town Council who are elected on a non-partisan basis. The Town offers a traditional mix of services to its population, including seasonal residents, of approximately 1,193. The Town employs approximately 26 Full Time Equivalents with an annual budget of \$4.5 million.
- b. Town Departments include: A Municipal Police Department, Building Department, Finance and Personnel Department, Library, Public Services, and Administration. The Town’s fire service is provided by the Pinellas Suncoast Fire and Rescue District (“PSFRD”). Charter Officers include the Town Attorney, Town Clerk, and Town Administrator.
- c. The Indian Shores Police Department (“ISPD”) is currently under the sole direction of the Chief of Police, who is selected by and answers to the Town Council pursuant to Section 2-11, of the *Town of Indian Shores Code of Ordinances*. ISPD coordinates with Administration on pertinent matters such as budgeting, security, community engagement, and event coordination.
- d. The Town Attorney serves as General Counsel for the Town and provides all general legal services for the municipality. The Town Council appointed Attorney Regina Kardash as Town Attorney under Resolution 14-2015, and has a retainer with Persson, Cohen, Mooney, Fernandez & Jackson, P.A. for General Counsel services. Bryant Miller Olive has an existing contract for Conflict Counsel services, and Erin Jackson of Johnson Jackson PLLC serves as the Town’s Labor and Employment Counsel.

II. Qualifications

III. Application Materials

- a. Applications are due by **3:00 P.M. on Friday, March 1, 2024**. All proposals are to be submitted electronically in PDF accessible format (PDF/A) to Freddie Lozano, Town Clerk, Town of Indian Shores, 19305 Gulf Boulevard, Indian Shores, FL 33785; flozano@myindianshores.com. Responses submitted after the Proposal Response Due Date and time shall not be considered. It is the sole responsibility of the Candidate to ensure that its proposal response is uploaded before such date and time. The Town of Indian Shores shall not be responsible for delays caused by any power outages or internet failures. No exceptions will be made.

IV. General Requirements for Applicants

- a. Ex-Parte Communication. In order to ensure fair evaluation of applicants, ex parte communication initiated by candidates is prohibited from the time of this Public Announcement until the Town Council meeting on March 12, 2024. No candidate may initiate communication with any Town Council Member or any Town official, staff, or employee who is participating in the evaluation process. Any and all communication initiated by a candidates must be in writing to: Freddie Lozano, Town Clerk, Town of Indian Shores, 19305 Gulf Boulevard, Indian Shores, FL 33785; flozano@myindianshores.com. The Town may, however, initiate communication with any applicant in order to obtain additional information or clarification necessary for fair evaluation of their proposal. Ex parte communication initiated by a candidate may disqualify that applicant from consideration.
- b. The Town will not pay any costs incurred by applicants participating in the application process.

V. Evaluation and Selection Criteria

- a. Selection Committee
- i. The Ad Hoc Town Administrator Selection Committee was established pursuant to Resolution 02-2024, a copy of which is attached to this Public Announcement of Vacancy. The composition and authority of the Committee is contained therein. Submittals will be ranked according to the evaluation criteria, and the top three (3) Candidates will be invited to give fifteen (15) minute presentations to the Town Council. The Selection Committee will evaluate the applicants based on the criteria established by Committee and set forth below. After the ranking is completed, the Town Council will select a qualified candidate following its interviews with the top three (3) candidates on **March 12, 2024**. The Town Council has the final decision-making authority to offer the position by a majority vote of the Town Council.
- b. Evaluation Criteria
- i. Experience
 - Five (5) Years in Municipal Government
 - In Florida
 - Out of State
 - Three (3) Years as Manager or Administrator
 - In Florida
 - Out of State
 - FEMA Experience and Training
 - ii. Qualifications

Bachelor's Degree
Master's Degree
ICMA Credentials
Credentials Other than ICMA

iii. Letters of Recommendation

c. Anticipated Timeline:

- i. Questions from Candidates: 4:00 P.M. on Monday, February 26, 2024
- ii. Resumes and Letters Due: 3:00 P.M. on Friday, March 1, 2024
- iii. Committee Interviews: Friday, March 8, 2024
- iv. Town Council Interviews: Tuesday, March 12, 2024
- v. Town Council Selection: Tuesday, March 12, 2024
- vi. Anticipated Start Date: Monday, April 1, 2024.

[Town Clerk Signature and Certification Date]

Town of Indian Shores RFP #23-01

REFERENCES

#1 Agency		
Address		
City, State, Zip		
Contact Person		
Telephone:		Email:
Date(s) of Service		
Type of Service		
Comments		
#2 Agency		
Address		
City, State, Zip		
Contact Person		
Telephone:		Email:
Date(s) of Service		
Type of Service		
Comments		
#3 Agency		
Address		
City, State, Zip		
Contact Person		
Telephone:		Email:
Date(s) of Service		
Type of Service		
Comments		